



STATE OF CALIFORNIA
Department of Forestry and Fire Protection
EXAMINATION ANNOUNCEMENT
FIRE CAPTAIN (PARAMEDIC)
DEPARTMENTAL PROMOTIONAL



CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

BZ55-1757
7FS0502

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE, BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENTAL FOR	Department of Forestry and Fire Protection
POSITIONS EXIST	Statewide
WHO SHOULD APPLY	Applicants who meet the minimum qualifications. Applicants must have a permanent civil service appointment with the Department of Forestry and Fire Protection as of July 12, 2007 , the final filing date.
HOW TO APPLY	Examination Applications STD. 678 must be filed with the Department of Forestry and Fire Protection by mail to P.O. Box 944246, Sacramento, California 94244-2460, attention: Examination Unit , or in person at 1300 U Street, Sacramento, California.
CROSS FILING INFORMATION	If you meet the entrance requirements for this class and the Fire Captain, scheduled for the same time frame, you may file for one or both examinations on a single application. Put the title(s) of each examination(s) you wish to take on the application.
FINAL FILING DATE	Applications must be postmarked no later than July 12, 2007 . Applications postmarked after the final filing date will not be accepted for any reason.
EXAMINATION DATES	Qualifications Appraisal Interview: It is anticipated that interviews will be held during December 2007/January 2008 .
SALARY RANGE	\$3889 - \$4723
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.
ELIGIBLE LIST INFORMATION	A departmental promotional eligible list will be established for the Department of Forestry and Fire Protection. This list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>All applicants must meet the education and/or experience requirements for this examination by July 12, 2007, the final filing date.</p> <p>NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p> <p>All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.</p>
MINIMUM QUALIFICATIONS	<p>License Requirement: Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. Applicants who do not possess this license will be admitted to the examination but must secure the license prior to appointment.</p> <p>and</p> <p>Possession of a current Emergency Medical Technician-Paramedic (EMT-P) license issued by a California Emergency Medical Services Authority; or enrollment in an approved paramedic training program within five months of completion. Proof of paramedic license applicable to the county of employment will be required prior to appointment.</p>

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Fire Captain (Paramedic)
(Cont'd.)

**MINIMUM
QUALIFICATIONS
(Cont'd)**

and

Experience: Three years of permanent full-time experience in the California state service performing the duties of a Fire Apparatus Engineer or Fire Apparatus Engineer (Paramedic) and successful completion of the corresponding California Fire Fighter Joint Apprenticeship Committee Program. (Applicants who are within six months of satisfying the experience requirement will be admitted to the exam but must successfully complete the apprenticeship program before appointment);

or

Three years of permanent full-time experience in the California state service performing the duties of a Fire Apparatus Engineer with an appointment to the class prior to the initiation of the California Fire Fighter Joint Apprenticeship Committee Program on July 1, 1983;

or

Applicants who gained employment with the California Department of Forestry and Fire Protection by Board Resolution may compete if they have three years of permanent full-time experience as a Fire Apparatus Engineer or Fire Apparatus Engineer (Paramedic) but must successfully complete the apprenticeship program before appointment or receive SubJAC certification of journey level status. (Experience with the California Department of Forestry and Fire Protection may be combined with prior Fire Apparatus Engineer or Fire Apparatus Engineer (Paramedic) experience to meet this requirement.) (Applicants who are within six months of satisfying the experience requirement will be admitted to the exam but must successfully complete the apprenticeship program before appointment or receive SubJAC certification of journey level status.)

APPLICANTS MUST ATTACH A COPY OF THEIR CURRENT EMT-P LICENSE TO THE EXAMINATION APPLICATION STD. 678. APPLICANTS CURRENTLY ENROLLED IN A PARAMEDIC TRAINING PROGRAM AND WITHIN FIVE MONTHS OF COMPLETION MUST INDICATE THEIR ENDING DATE OF TRAINING INCLUDING INTERNSHIP IN PART 14 ON THE EXAMINATION APPLICATION.

**ADDITIONAL
DESIRABLE
QUALIFICATIONS**

Education equivalent to completion of the twelfth grade.

POSITION DESCRIPTION

A Fire Captain (Paramedic), under direction, supervises the work of an engine company(s) and hand crew(s), and shares in the management of a fire station including the maintenance of emergency apparatus and equipment; or performs paramedic duties and supervises a crew of personnel engaged in emergency medical rescue activities; or serves as a paramedic coordinator in a unit; and does other related work.

**EXAMINATION
INFORMATION**

The examination will consist of a supplemental application weighted 30% and a qualifications appraisal interview weighted 70%.

The mandatory supplemental application will be sent to all candidates who meet the minimum qualifications for this examination. All candidates will be required to provide documentation to verify information marked on their supplemental application. **CANDIDATES WHO DO NOT COMPLETE AND RETURN THEIR MANDATORY SUPPLEMENTAL APPLICATION OR WHO DO NOT RECEIVE A PASSING SCORE WILL BE ELIMINATED FROM THE EXAMINATION.**

The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

The department may utilize a structured interview format as conditions warrant.

(Continued on next page)

Fire Captain (Paramedic)
(Cont'd.)

**SUPPLEMENTAL
APPLICATION
(Weighted 30%)**

Scope:

- A. Knowledge of:
 - 1. Fire protection and prevention methods, equipment, and terminology.
 - 2. Principles of effective supervision and training and directing a crew in fire protection, other emergency, and conservation work.
 - B. Ability to:
 - 1. Communicate effectively at a level required for successful job performance.
 - 2. Supervise a fire suppression crew.
 - 3. Maintain cooperative relationships with those contacted in all work.
 - 4. Analyze situations accurately and adopt an effective course of action.
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**QUALIFICATIONS
APPRAISAL INTERVIEW
(Weighted 70%)**

Scope:

- A. Knowledge of:
 - 1. Types, causes, character, and behavior of fires.
 - 2. Fire protection, prevention, and emergency medical rescue methods, equipment and terminology.
 - 3. The department's incident command system.
 - 4. Methods for responding to hazardous materials incidents and other emergency incidents.
 - 5. Principles of effective supervision, training, and directing a crew in fire protection, other emergency, conservation and rescue operations.
 - 6. The department's equal employment opportunity program objectives.
 - 7. A supervisor's role in the equal employment opportunity program and the processes available to meet equal employment opportunity objectives.
 - B. Ability to:
 - 1. Communicate effectively at a level required for successful job performance.
 - 2. Locate and determine origin and fire causes.
 - 3. Train, advise, instruct, and direct a crew of personnel in fire suppression and general maintenance work.
 - 4. Supervise a fire suppression or paramedic crew.
 - 5. Maintain cooperative relationships with those contacted in all work.
 - 6. Analyze situations accurately and adopt an effective course of action.
 - 7. Meet and inform the public.
 - 8. Follow oral and written directions.
 - 9. Read maps.
 - 10. Effectively contribute to the department's equal employment opportunity objectives
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**SPECIAL PERSONAL
CHARACTERISTICS**

Demonstrated good judgement in emergency situations; willingness to live and work in isolated areas away from population centers and to work on weekends and holidays; willingness to remain on duty 24 hours a day as required; emotional stability; demonstrated leadership ability; high standards of morals and speech; satisfactory record as a law-abiding citizen; sympathetic understanding of inmate rehabilitation programs; visual acuity, color vision, and hearing adequate to successfully perform the job; normal use of both hands and both feet; physical strength and agility; no more than mildly susceptible to poison oak.

JOB CHARACTERISTICS

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles is a condition of continued employment.

Possession of a valid paramedic license issued by a California Emergency Medical Services Authority applicable to the county of employment is a condition of continued employment.

**VETERANS'
PREFERENCE CREDITS**

Veterans' preference credits are not granted in promotional examinations.

CAREER CREDITS

Career credits are not granted in promotional examinations.

**CONFIDENTIALITY AND
SECURITY**

Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

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GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the Examination Unit of the Department of Forestry and Fire Protection, (916) 445-7824, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of written examination or oral interview fails to reach him/her prior to the day of the written test or interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, and the Department of Forestry and Fire Protection.

If you meet the requirements, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Forestry and Fire Protection reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned changed. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Riverside. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged onto the appropriate lists in order of final test scores (except as modified by veterans' preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of the State Personnel Board in Sacramento.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plan for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans' Preference Credits: California law allows granting of veterans' preference credits in open entrance examinations and open-nonpromotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open-nonpromotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference credits are on the Veteran Preference Application (Form 1093) which is available from State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

Career Credits: In open-nonpromotional examinations, career credits are granted to: 1) state employees with permanent civil service status, 2) full-time employees of the state who are exempt from state civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in state civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Examination Application form STD. 678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, California.)

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)

STS is Speech-to-Speech Service for persons with a speech disability and is reachable at

1 (800) 854-7784 (California) or 1 (800) 947-8642 (Nationwide)